

21 January 1955

MEMORANDUM FOR: Secretary, IAC ✓  
Assistant to DDI: [redacted]  
Chief, Executive Registry  
Chief, Information Control, O/NE  
Chief, Publications, O/NE

25X1A

SUBJECT : Dissemination of IAC and O/NE Documents to  
Administration Building

1. Because there have been in the past some confusion and misunderstanding with regard to delivery of documents originating in this Office to officials in the Administration Building, I am listing below the present procedure for IAC and O/NE documents:

All IAC Documents (including Agenda, Minutes, and D-papers)

4 copies - hand-carried to [redacted] for DCI,  
DDCI, DDI, and SA/DDI

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4 copies - hand-carried to Executive Registry for  
[redacted]

25X1A

Draft NIEs and SNIEs

Distribution "A" - addressed to the IAC:

4 copies - hand-carried to [redacted] for DCI,  
DDCI, DDI, and SA/DDI

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2 copies - hand-carried to Executive Registry  
for [redacted]

25X1A

Distribution "B" - addressed to IAC representatives:

2 copies forwarded to Executive Registry for DDI  
(hand-carried to [redacted] if special or urgent)

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O/NE Staff Memoranda:

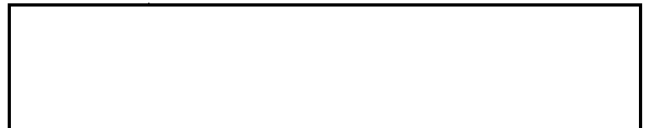
2 copies forwarded to Executive Registry for DDI

O/NE Daily and Weekly Status Report: 2 copies usually  
picked up by Administration Building messenger:  
Daily Report for DDI; Weekly Report - 1 for DDI  
and one for DCI

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2. At the request of the Chief, Executive Registry, we will in future mark copies of documents forwarded to ER with the name of the intended recipient. This list, of course, appears on the preceding page.

3. We will make every effort to see that documents from this Office are expeditiously delivered. If requirements for Administration Building personnel are changed in any way, we will appreciate being notified as soon as possible.



Administrative Officer  
Office of  
National Estimates

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